

Build IT Skills via LOC Learn, Part 3, Microsoft Office: PowerPoint 2016

Build Core Competencies via LOC Learn continues with development tools that map virtual learning resources to the Library's core competencies. This week we begin with **IT Skills: Microsoft Office PowerPoint 2016**. We encourage you to share these learning opportunities with your employees:

Online Learning Resource	Resource Type, Duration	Speaker/ Author	What you will learn:
PowerPoint 2016: Creating Presentations	Course, 46 minutes	N/A	Create your slides, and finesse them like a pro. Discover how to use themes, create and manipulate slides, and work with slide elements.
PowerPoint 2016: Formatting Presentations	Course, 56 minutes	N/A	Explore the many ways you can polish your PowerPoint 2016 presentation, from working with color and WordArt to paragraphs, lists, themes, and backgrounds.
PowerPoint 2016: Creating Graphics and Diagrams	Course, 23 minutes	N/A	Good presentations often require good visual elements that speak louder than words. Explore custom shapes, fill effects, shape effects, charts, and SmartArt.
PowerPoint 2016: Adding Animations	Course, 30 minutes	N/A	Presentations are far more impactful for the audience when animation is added to the mix. Discover how to create, customize, and manage animations in PowerPoint.
Microsoft Office 2016: Using Screen Recording in PowerPoint 2016	Video, 5 minutes	Peter Rockwell	After watching this video, you will be able to use the screen recording feature in PowerPoint 2016.
PowerPoint 2016: Preparing & Delivering Slideshows	Course, 43 minutes	N/A	Ready to go live? All that work you put into your presentation has come to this. It's time to prepare and deliver your slideshow, from working with notes and action buttons to annotation and custom slide shows.
Designing Effective PowerPoint Presentations	Course, 47 minutes	N/A	In this course, you'll learn design principles for creating engaging presentations in PowerPoint 2016. You'll also learn how to ensure your message is clear and persuasive, and how to use sound, images, color, and styles to optimize the visual impact that a presentation has on your audience.